

**Minutes of the Baraboo Community Development Authority  
Loan Review Committee  
Tuesday June 4, 2019**

The meeting was called to order by Chairperson Fordham at 6:18 PM in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo WI.

**I. Roll Call**

Present: Fordham, Bobholz, Kierzek (6:40)  
Absent: None  
Other CDA members: Wastlund  
Staff: Patrick Cannon, Executive Director

**II. Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes and the closed session item is properly noted.

**III. Approval of Agenda**

A motion to approve the agenda as presented.  
Bobholz (1); Fordham (2)  
Aye: All via voice vote

**IV. Approval of Minutes**

May 7, 2019  
A motion was made to approve the May 7, 2019 minutes as presented.  
Bobholz (1); Fordham (2)  
Aye: All via voice vote  
Nay: None

**V. Public Comment**

None

**VI. Old Business**

None

**VII. New Business:**

**A. Consideration and discussion of draft manual for administration for newly created City of Baraboo Economic Development Fund**

Staff noted that with the approval of the CDBG CLOSE program, the City and CDA will need to create a new Fund to administer the Economic Development Loan Program. This fund will be comprised of various current City funds as well as the new revenue stream from the existing loans. Therefore, a new manual and operating procedure will be necessary to oversee the fund. Staff has created an initial draft document for discussion.

Ms. Kierzek enters the meeting at 6:40 pm

The committee reviewed and made several adjustments to the initial draft. Staff was directed to make the adjustments and provide the policy to the CDA Board and City Council for their consideration.

VII. **Adjournment**

A motion was made to adjourn the meeting at 6:56 PM.

Bobholz (1); Fordham (2)

Aye: All via voice vote

Nay: None

Approved by Loan Review Committee on:

Joan Fordham, Chair

Patrick Cannon, Recorder